



David Ross Education Trust
Broadening Horizons

JOB DESCRIPTION

Job Title:

Teaching Assistant

Location:

Thomas Middlecott Academy

Job Purpose:

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting teachers in the whole planning cycle and the management/preparation of resources.

Background:

The David Ross Education Trust (DRET) is a growing network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

SENCO

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

MAIN DUTIES AND RESPONSIBILITIES

- ★ Supervise and support a named pupil and other children when required.
- ★ Provide routine classroom support when required
- ★ Prepare and retain learning resources
- ★ Participate in team meetings, staff development activities and the wider school community to support the achievement of individual children.

KNOWLEDGE/SKILLS/EXPERTISE

- ★ Can use ICT effectively to enhance learning
- ★ Use of other equipment technology – iPods/Chrome books
- ★ Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- ★ Working knowledge of national curriculum and other relevant learning programmes/strategies
- ★ Understanding of principles of child development and learning processes
- ★ Ability to self-evaluate learning needs and actively seek learning opportunities
- ★ Ability to relate well to children and adults
- ★ Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these

ACADEMY LEVEL

- ★ To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
- ★ To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
- ★ To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required
- ★ To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- ★ To attend relevant meetings and participate in training opportunities and professional development as required.
- ★ To attend relevant meetings and participate in relevant training and performance development as required
- ★ To adhere to school health and safety policy including risk assessment and safety systems
- ★ To adhere to school policy on equality and diversity
- ★ To be able to translate for meetings with parents and other agencies.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 - Application

2 - Test/Presentation

3 - Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
★ Good numeracy and literacy skills.	<input checked="" type="checkbox"/>		
★ Good keyboard skills and knowledge of relevant IT packages	<input checked="" type="checkbox"/>		
★ Ability and willingness to identify own training needs and participate in training.	<input checked="" type="checkbox"/>		
★ To be responsible for promoting and safeguarding the welfare of children and young people within the school	<input checked="" type="checkbox"/>		
Experience			
★ Experience of general clerical/ administrative work.		<input checked="" type="checkbox"/>	
★ Experience in a relevant discipline		<input checked="" type="checkbox"/>	
★ Experience of working with relevant age groups within a learning environment.	<input checked="" type="checkbox"/>		
Skills and Knowledge			
★ An understanding of classroom roles and responsibilities.	<input checked="" type="checkbox"/>		
★ Able to use basic IT including computer, audio, video equipment and photocopier.	<input checked="" type="checkbox"/>		
★ Ability to provide necessary personal care to children.	<input checked="" type="checkbox"/>		
★ Knowledge of relevant policies and codes of practice and awareness of relevant legislation.	<input checked="" type="checkbox"/>		

Personal Qualities and Ethos			
★ Ability to work well as part of a team.	✓		
★ Ability to relate well to children.	✓		
★ Ability to relate well to adults	✓		
★ Equal Opportunities			
A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		
★ Safeguarding			
Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
★ Health and Safety			
Aware of Health & Safety and Safeguarding as appropriate to role	✓		

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.